## CITY OF KERVILLE, TEXAS



## REQUEST FOR PROPOSALS

## **WAYFINDING SIGN PROGRAM**

Fabrication and Installation

**Issued By:** City of Kerrville **Issue Date:** March 1, 2013

Close Date: 3:00 p.m. CST - March 18, 2013

### **REQUEST FOR PROPOSALS**

Notice is hereby given that proposals will be received by the City of Kerrville for **RFP** - **Wayfinding Program** - **Fabrication & Installation** for the fabrication and installation of wayfinding signage throughout the City of Kerrville, Texas. Interested parties should submit their proposals to:

City of Kerrville Attn: City Secretary 701 Main Street Kerrville, Texas 78028

RE: RFP Wayfinding Program – Fabrication & Installation

Proposals will be received until:

3:00 p.m. (Central Standard Time) March 18, 2013

Proposals received after the closing date and time will not be considered for award of this RFP. Interested parties should submit **five (5) full color copies** of their proposal on 8.5" x 11" paper and one PDF version. Vendors accept all risk of late delivery of mailed proposals regardless of instance or fault.

A digital version of the RFP documents can be obtained from the City of Kerrville website at www.kerrvilletx.gov.

The City of Kerrville reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This issuance of this RFP does not obligate the City to contract for expressed or implied services. The City of Kerrville will not reimburse Vendors for any costs incurred during the preparation or submittal of proposals and/or bids.

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#### SECTION 1. GENERAL INFORMATION

#### 1.01 Introduction

With an abundance of cultural and historic landmarks within the Texas Hill Country, Kerrville plays host to many different visitors, all looking to partake in what the area has to offer. In an effort to maximize visitor participation within the City, Kerrville opened Peterson Plaza and a new City Hall with a free public parking garage. Both facilities were developed as part of a plan targeted at bringing more traffic to the historic downtown area and motivating greater civic and commercial participation within the City. In addition to these civic developments, the City began creating a wayfinding sign program that is designed to direct vehicular and pedestrian traffic easily throughout the City and identifies common areas of interest.

## 1.02 Project Summary

In August of 2012 The City of Kerrville embarked on the design and development of a unique wayfinding program that was to service the new City facilities and direct citizens, tourists and the like to attractions and areas within. A thematic design has already been developed for (4) unique sign types that will be installed throughout the City. Location maps and scale drawings have already been assembled and the City is looking for a qualified vendor to assist with the final plan assessment, construction documentation, system fabrication and installation. Qualified vendors must be capable of assessing the current plan and, if necessary, presenting alternate plans to City staff and interested parties. Further, vendors must be capable of creating new signage designs, engineering specifications, architectural renderings and traffic pattern analysis prior to the assembly of shop drawings and fabrication. A portion of the planned signage will be installed within TXDOT right-of-way and qualified vendors must have prior knowledge of TXDOT regulations, MUTCD guidelines and a history of success working with TXDOT. This project is of great importance for the City of Kerrville and preferred vendors will be capable of meeting strenuous deadlines for the assessment, fabrication and implementation of this wayfinding sign program.

## 1.03 RFP Coordinator / Communications

**Staff Contact:** 

Inquiry / Communication Deadline:

Ashlea Boyle Special Projects Coordinator City of Kerrville 701 Main Street Kerrville, Texas 78028 ashlea.boyle@kerrvilletx.gov March 12, 2013 at 10:00 a.m.

All questions pertaining to this RFP should be directed to the staff contact by 10:00 a.m. on March 12, 2013. Questions must be submitted via email by the aforementioned deadline. Verbal inquiries and questions received after this deadline will not be answered. If necessary, an addendum will be sent out to all vendors who have submitted a request for addenda prior to March 12<sup>th</sup> deadline.

#### 1.04 Preliminary Schedule

Event	Date	
Design Concepts to City Council for Approval and Authorization to	February 26, 2013	
Initiate RFP		
Release and Advertise RFP	March 1, 2013 and March 8, 2013	
Responses to RFP Due by 3:00 p.m. CST	March 18, 2013	
Proposals Considered and Awarded by City Council	March 26, 2013	
Project Completion including Final Inspection	No later than May 31, 2013	

*Note – these dates are subject to change with or without notification.* 

#### 1.05 Submittal Requirements

Qualified vendors should submit five (5) full color copies of their qualifications and bid. Submittals should be kept to the minimum necessary length to explain the vendor's attributes and pricing. Typed responses are preferred in Times New Roman, Arial or Calibri font. Responses must be clear and may be subject to disqualification if illegible. Each copy of the submission should be complete and include the following minimum requirements:

- A brief company history.
- Completed and signed copies of Forms A-I.
- A short narrative of the vendor's unique approach to these projects and a statement of understanding targeting the specific nature of this project.
- At least one letter of endorsement from a current or past client. The letter must have been written in the past 3 years and should come from a City or County in the State of Texas
- Current insurance coverage.

#### 1.06 Completeness of Submission

The vendor must attach all Proposal and Bid Forms with each copy. Forms must be signed by a representative of the company authorized to bind the firm contractually. Further, the vendor must include a statement indentifying all exceptions to this RFP or declare that there are no exceptions taken to the RFP.

#### 1.07 Response Date and Location

Vendor submissions must be received by the City of Kerrville no later than 3:00 p.m. CST on March 18, 2013. All submissions and accompanying documentation will become the property of the City at that time. Submissions received after this date will not be considered and will be returned unopened. Vendors accept all risks of delivery. E-mail and Fax responses will not be considered. Proposals should be in a sealed envelope with the following RFP reference and City address printed clearly on the front of the envelope.

#### **Address**

City of Kerrville Attn: City Secretary

701 Main Street / Kerrville, Texas 78028

RE: RFP - Wayfinding Sign Program - Fabrication and Installation

## 1.08 Vendor's Cost to Develop Proposals

Costs for developing and assembling proposals in response to this RFP are entirely the responsibility and obligation of the vendor and shall not be reimbursed in any manner by the City.

#### **SECTION 2. TERMS AND CONDITIONS**

### 2.01 Questions Regarding the RFP

Oral interpretations of the RFP or the specifics about certain forms are not binding on the City. Requests for interpretation, modification or clarification must be made in writing via e-mail and submitted in accordance with Section 1.03 of this RFP.

#### 2.02 RFP Addenda

The City of Kerrville reserves the right to request that any respondent clarify their proposal or to supply any additional material(s) deemed necessary to assist in the evaluation of the proposal. The City reserves the right to change the RFP schedule or to issue addendums to the RFP at any time. Further, the City reserves the right to cancel or reissue the RFP. Any and all addenda issued shall become part of the RFP.

#### 2.03 Withdrawal Due to Error

Submissions may be withdrawn at any time prior to the submittal deadline, provided notification of withdrawal is received in writing. Verbal notification of withdrawal will not be acknowledged.

#### 2.04 Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal and to accept any proposal deemed to be in the best interest of the City regardless of the proposal's content or completeness.

## 2.05 Proposal Modification

Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal. Verbal modifications will not be acknowledged. Submissions cannot be changed or altered after the close of this RFP.

#### 2.06 Proposal Validity Period

Submission of a proposal will signify the vendor's agreement that their proposal, and the content thereof, are valid for ninety (90) days following the submission deadline unless otherwise agreed to in writing by all parties. The proposal will become part of the contract that is negotiated between the City and the successful vendor.

#### 2.07 Proposal Signatures

An authorized representative must sign each submission and the vendor's current address and telephone information must be provided. Unsigned proposals will not be considered. The name, mailing address and signature of the individual responsible for binding the vendor contractually must be shown. Further, all appropriate tax information (Federal Tax ID, SSN, etc.) must be noted.

#### 2.08 Non Endorsement

As a result of the selection to supply products and / or services to the City of Kerrville the Vendor agrees to make no reference to either City in any literature, promotional material, brochure, sales presentation or the like without the express written consent of the City.

### 2.09 Insurance Requirement

The selected vendor must comply with the insurance requirements of the City of Kerrville and such requirements will be set forth in the agreement with the selected vendor. Requirements can be obtained by contacting the staff contact in writing by the communication deadline.

### **2.10** Ownership of Documents

Any reports, studies, conclusions and / or summaries prepared in the development of this RFP shall become the property of the City upon the submission of the vendor's proposal.

#### 2.11 Hold Harmless

After receiving award of this RFP, the successful vendor must enter into an agreement that will indemnify the City, their officers, agents and employees from any liability that may have occurred during the development of this project.

## **SECTION 3. REQUESTED SERVICES**

### 3.01 Scope of Services

The successful bidder will oversee the development and installation of this City wayfinding project and coordinate any revision or alterations to the existing design and/or plan. Once awarded, the Contractor will be responsible for all of the work surrounding the successful deployment of this wayfinding system, including, but not limited to:

- 1. Conduct a detailed assessment of the current plan. This assessment will include the analysis of each proposed location and creating a summary statement that will conclude the validity of the location.
- 2. Perform a site analysis for each proposed location to determine the needs of existing signage, possible removal of signage and any outstanding maintenance that needs to be performed prior to or during the new installation.
- 3. Create construction documents, shop drawings, engineering plans and / or the like to ensure that the existing design is functionally sound.
- 4. Work with City staff to ensure that the graphic needs of their logos, colors and artwork and any other requests are considered.
- 5. Present periodic summary reports to City staff and interested parties. At least one (1) of these summary presentations will need to be given to the City Council at a public meeting.
- 6. Develop updated maps and site plans that will aid in the development sign scheduling.
- 7. Create progress reports and submit them to City staff.
- 8. Recommend materials that may better serve the function of the signage while being considerate of the existing design.
- 9. Expertly fabricate and deliver all of the components of the wayfinding program. This may include the design and development of components that do not currently exist in the plan.
- 10. Install each component with consideration of the surrounding environment, line-of-sight, MUTCD standards and TXDOT regulations.
- 11. Work with TXDOT and develop all necessary forms to allow for the successful use of TXDOT right-of-way.
- 12. Work with private land owners to establish easements and land use in the event that existing right-of-way is not viable.

#### 3.02 Minimum Requirements

In order to be considered for award of this RFP, each vendor must meet these minimum requirements.

- 1. Deployed at least one (1) existing wayfinding project in the State of Texas in the past year.
- 2. Provide at least one (1) written reference from an existing or former Client in the past 3 years.

- 3. Have worked with TXDOT and understand the requirements for placement of signage on State roadways.
- 4. Have the ability to design new components for this wayfinding system and present those ideas to City staff.
- 5. Complete this RFP and submit their response by the deadline.

#### 3.03 Duration of Services

The City of Kerrville would like to have the final elements of this wayfinding project installed and inspected not later than May 31, 2013. The City understands that this is an aggressive timeline and vendors should consider existing workloads prior to submitting their proposal. Upon award of the RFP the City may ask the successful vendor to include guarantees in the resulting contract for products/services.

#### 3.04 Project Analysis

Prior to construction, the Contractor must conduct a comprehensive analysis of the project. This analysis will include a review of the existing design and plan documents and recommendations about alterations to the plan, if necessary. The Contractor may need to perform traffic counts, identify TXDOT right-of-way and regulations, and investigate land rights / ownership for the use of private property in order to achieve the desired goals of this wayfinding program. In the event that changes are made, the Contractor will need to create new maps and plan documents to illustrate these changes.

#### 3.05 Details of the Wayfinding Design

Since the existing designs and site plans have been developed to illustrate the intent of the wayfinding program, the preferred vendor for this RFP will need to investigate the design and make an assessment of each of the proposed signs and locations. The vendor will then need to create a problem statement summarizing the reason(s) that each sign shall either remain unchanged, be modified in content and/or location, or should be removed altogether. This summary will then be presented to a review committee made up of staff from the City, as well as interested parties from other arenas.

#### 3.06 Implementation

Time is of the essence. This wayfinding project is of utmost importance to the City of Kerrville and diligent attention to scheduling is necessary. The preferred vendor will be obligated to outline a comprehensive schedule for the entire project immediately after award. The schedule should include project milestones, phasing, identification of overlapping events and all other items that will affect the vendor's ability to complete this project on time.

#### 3.07 Miscellaneous

Vendors should outline anything that they feel positively affects the expertise that they bring to bear for this project.

#### **SECTION 4. RFP PROCEDURES**

#### 4.01 Evaluation Procedures

Proposals will be evaluated on the overall quality of each vendor's submittal and how well their proposed project strategy meets the needs of all interested parties. Predetermined values are not applied to each category. The following categories will be considered in the selection of the qualified vendor.

- Overall quality of the Vendor's proposal
- Ability to meet the desired schedule
- Vendor's current workload
- Comprehensive address of the "Scope of Services"
- Past work and references
- Pricing for products and services
- Industry experience
- Status of firm ownership (Historically Under Utilized)

#### 4.02 Vendor Presentations

After the proposals are evaluated, vendors may be invited to make a formal presentation of their proposal and sit for a panel interview. This process will only be performed if (2) or more vendors are deemed equally qualified and beneficial to the City. In the event that the City has chosen a single most qualified vendor based on the proposals, the interview process will not take place. There is no obligation for the City to host interviews in order to make the final selection.

#### 4.03 Final Selection

The final recommendation of the most qualified vendor will be presented to City Council. The City is scheduled to make this decision based upon the timeline outlined in Section 1.04; however, the City reserves the right to alter this schedule without notice to vendors or other interested parties.

#### 4.04 Contract Award and Execution

The City reserves the right to make an award without further discussion of the Proposals submitted under this RFP. Therefore, the proposals submitted should be of the most favorable terms the vendor can offer. The City shall not be bound or in any way obligated to purchase products or services from the selected vendor until a purchase agreement or contract for services has been fully executed by both parties. The general conditions and specifications of this RFP and the successful vendor's response, as amended by contractual agreement(s) between the City and the vendor, including email, written correspondence relative to the RFP and / or resultant contracts, will become part of the contract documents. Additionally, the City will verify vendor representations that are presented in the proposal. Failure of the vendor's products and / or services to perform as represented may result in the elimination from contract award, contract cancellation and / or legal remedies.

### **4.04 Contract Award and Execution (continued)**

The vendor selected as the successful vendor will be expected to enter in to one or more contracts to be developed by the City for the purchase of products and services outlined in this RFP.

In the event that the City of Kerrville elects to expand the scope and nature of this project they may do so at any time. The City reserves the right to pursue said expansion with the vendor deemed most qualified under this RFP or they may elect to issue a new RFP altogether.

If the selected vendor fails to execute an agreement with the City within a reasonable amount of time from the award of this RFP the City may elect to cancel the award and award the contract to the next highest ranked vendor.

### FORM "A" - SUBMISSION CHECKLIST

This form is provided as assistance to the vendor. The omission of a required item from this list does not release the vendor from the obligation to provide all of the required information in the proposal package. Vendors are responsible to read and understand the entire RFP. Incomplete submissions may be rejected.

City of Kerrville Attn: City Secretary 701 Main Street Kerrville, Texas 78028 RE: RFP – Wayfinding Program – Fabrication and Installation
THE PROPOSAL IS BEING SENT TO:
STATEMENT OF "EXCEPTIONS" OR "NO EXCEPTIONS" TO THE RFP
OUTLINE OF VENDOR'S UNIQUE APPROACH TO THE PROJECT
THE PROPOSAL IS BEING SENT IN AN ENVELOPE THAT IS CORRECTLY MARKED
5 COMPLETE, FULL COLOR COPIES AND 1 PDF VERSION HAVE BEEN ENCLOSED
AT LEAST ONE LETTER OF REFERENCE HAS BEEN INCLUDED
RESPONSE HAS BEEN SIGNED AND DATED
ALL FORMS HAVE BEEN COMPLETED
COMPANY HISTORY AND LIST OF CURRENT PROJECTS
PRICING HAS BEEN COMPLETED
ADDENDA HAVE BEEN ACKNOWLEDGED AND SIGNED (IF NECESSARY)
A LIST OF REFERENCES

## FORM "B" – LETTER OF TRANSMITTAL

I, (name)	, (title)	for
(company)	_, confer this statement of transmit	tal with the submission
of our proposal to the City of Kerrvill	le.	
understanding of the terms provided Installation. I am submitting  (company)	by the City in RFP- Wayfinding Prothis proposal as an authoriz	gram – Fabrication and ed representative of
My contact information is as follows:		
Company		
Authorized Signer	Signature	
 Title	 Date	

## FORM "C" – CONFLICT OF INTEREST

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entit	FORM CIQ			
1 of vehicle of other person doing business with local governmental entity				
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.	OFFICE USE ONLY			
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received			
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.				
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.				
Name of person who has a business relationship with local governmental entity.				
2				
Check this box if you are filing an update to a previously filed questionnaire.				
(The law requires that you file an updated completed questionnaire with the application than the 7th business day after the date the originally filed questionnaire become				
Name of local government officer with whom filer has employment or business relationshi	p.			
Name of Officer				
This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.				
A. Is the local government officer named in this section receiving or likely to receive taxable income, from the filer of the questionnaire?	ncome, other than investment			
Yes No				
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?				
Yes No				
C. Is the filer of this questionnaire employed by a corporation or other business entity wi government officer serves as an officer or director, or holds an ownership of 10 percent or me				
Yes No				
D. Describe each employment or business relationship with the local government officer nar	med in this section.			
4				
Signature of person doing business with the governmental entity	Date			

## FORM "D" - REFERENCES

Within the past five (5) years the undersigned vendor has completed the following three (3) projects that are similar to this project. Please make sure to label all of the duties that the vendor performed for each project listed. Vendors may recreate this form if more space is needed.

1.	Name of Project:		
	Location of Project:		
	Description of Project:		
	Project Cost:		
	Design Services Provided:	$\square$ YES	$\square$ NO
	Planning Services Provided:	$\square$ YES	$\square$ NO
	Fabrication Services Provided:	$\square$ YES	$\square$ NO
	Installation Services Provided:	$\square$ YES	$\square$ NO
	Consulting Services Provided:	$\square$ YES	$\square$ NO
	Contact Name:		
	Contact Number:		
2	N. CD.		
2.	3		
	Location of Project:		
	Description of Project: Project Cost:		
	Design Services Provided:	□ YES	□ NO
	Planning Services Provided:	□ YES	
	Fabrication Services Provided:	□ YES	
	Installation Services Provided:	□ YES	
		□ YES	
	Consulting Services Provided: Contact Name:		
	Contact Number:		
	Contact (validoe).		
3.	Name of Project:		
	Location of Project:		
	Description of Project:		
	Project Cost:		
	Design Services Provided:	$\square$ YES	$\square$ NO
	Planning Services Provided:	$\square$ YES	$\square$ NO
	Fabrication Services Provided:	$\square$ YES	$\square$ NO
	Installation Services Provided:	$\square$ YES	$\square$ NO
	Consulting Services Provided:	$\Box$ YES	$\square$ NO
	Contact Name:		
	Contact Number:		

## FORM "E" – CONTRACTOR CERTIFICATION

CONTRACTOR INFORMATION	
Name:	
Address:	
Line 2 <u>:</u>	
Principal Contact:	
Tax ID Number or SSN:	
Project Number:	
Project Name:	
Certification Regarding Debarment, Susp	pension, Ineligibility and Voluntary Exclusion
Indicate in the appropriate box which statement applies	to the covered contractor:
	ion of this certification, that neither it nor its principals is lebarment, declared ineligible, or voluntarily excluded from partment or agency or by the State of Texas.
	to one or more of the terms of this certification. In this an explanation for each of the above terms to which he is nation(s) to this certification.
who is excluded, debarred, suspended, declared ineligible transaction, unless authorized by the City of Kerrville,	will not knowingly enter in to any subcontract with a person ble or voluntarily excluded from participation in this covered. Texas. The undersigned further certifies that the potential usion, debarment, suspension, ineligibility and voluntary blicitations for subcontracts.
	ally bind the prospective Contractor to the above-described made under penalty of perjury under the laws of the State of
Signature/Authorized Official	Typed Name and Title
Organization	Date Signed
State Contractor's License # (if applicable)	

## FORM "F" - ANTICIPATED TIMELINE

Outlined below is the proposed schedule for the completion of this project. The dates listed have been set up to allow for a reasonable amount of time to complete each task. If the vendor feels that they can exceed the proposed timeline or that they cannot meet the proposed timeline they are required to fill in their own proposed scheduling in the empty table at the bottom of this form. They will also be required to attach a short description explaining how / why they can / cannot meet the proposed timeline.

If the vendor is willing to accept the proposed timeline they will not need to fill out the empty table, but they will need to acknowledge the proposed schedule by checking the box at the bottom of this form.

**Proposed Timeline** 

11 oposed 1 miemie			
Event	Date		
RFP Release and Advertisement	March 1, 2013		
Responses to RFP are Due	March 18, 2013		
Proposals Considered and Awarded by City Council	March 26, 2013		
Final Installation(s) Complete	May 24, 2013		
Final Walkthrough and Warranty Assessment	May 31, 2013		

Event	Date
RFP Release and Advertisement	
Responses to RFP are Due	
Proposals Considered and Awarded by City Council	
Final Installation(s) Complete	
Final Walkthrough and Warranty Assessment	

proposed timeline outlined	· 1 ,	acknowledges and accepts the are aware that the City may elect to
implement a fine or pena	alty system associated with a fail	ure to meet or exceed this timeline.
to the payments that are	¥ •	ey may be implemented as reductions ill determine at the time of contract fines and / or penalties.
Signature	Date	
Print Name	 Title	

## FORM "G" - PRICING

The City of Kerrville is requesting vendors to assemble a gross bid based on the proposed cost of all goods and services addressed in this RFP. Vendors shall specify the costs for items listed below and include any and all other associated costs for this project.

Fabrication and installation costs include foundations, footings and the location of underground utilities. Contractor is responsible for any soil analysis and/or site work that may be unique to any location.

<u>Vendors shall include all costs associated with this turn-key project</u>. The City of Kerrville is not responsible for additional unforeseen costs due to ineffective foresight of the vendor.

Item	Sign Type		Pricing		
Pricing Based on VI	Pricing Based on VEH.03 with Concrete Post				
Base Bid	Navigation from I-10 to downtown	\$			
	VEH.01 (0) VEH.02 (0) <b>VEH.03</b> ( <b>16</b> ) PED.01 (0)	_			
Alternative 1	Main Street / Junction Highway vehicular signage	\$			
	VEH.01 (0) VEH.02 (0) <b>VEH.03 (26)</b> PED.01 (0)	•			
Alternative 2	Downtown pedestrian and vehicular signage	\$			
	VEH.01 (6) VEH.02 (2) <b>VEH.03 (4)</b> PED.01 (2)				
	TOTAL BID	\$			

#### Pricing Based on VEH.03 with Galvanized Steel Post

Base Bid	Navigation from I-10 to downtown	\$
	VEH.01 (0) VEH.02 (0) <b>VEH.03</b> ( <b>16</b> ) PED.01 (0)	
Alternative 1	Main Street / Junction Highway vehicular signage	\$
	VEH.01 (0) VEH.02 (0) <b>VEH.03 (26)</b> PED.01 (0)	
Alternative 2	Downtown pedestrian and vehicular signage	\$
	VEH.01 (6) VEH.02 (2) <b>VEH.03 (4)</b> PED.01 (2)	
	TOTAL BID	\$